



Fairford & District u3a

Role description – Webmaster

Role Summary

- Overall responsibility for the website's upkeep, including content updates, design, security, and backups
- Support the committee by updating/maintaining official documents, managing emails/systems, and contributing to decisions when needed

Support for your role:

- Trustee induction with our u3a
- Handover and support from the outgoing Webmaster, where possible
- Information, advice and workshops are available from the Third Age Trust, via the [u3a website](#) or by email, info@u3a.org.uk
- Networking opportunities with [local u3a networks](#), region/nation support teams

Key Tasks:

- Ensure routine backups of the website are made
- Ensure the website is up-to-date
- Liaise with other members of the web-team when there are changes to interest groups
- Liaise with other members of the web-team for updating committee meeting information and records.
- Liaise with other members of the web-team for routine updating of the information on regular Tuesday meetings, outings, adding the latest newsletter, etc.
- Change the design of the website as thought fit, liaising with the web-team as appropriate
- Update web pages as necessary with information about new membership and for renewals. Also, formal documents relating to AGM and changes to our policies, risk assessment, constitution etc.
- Routinely check for updates of Wordpress plugins and install them. Occasionally seek alternatives if they become unsupported or for website design improvements.
- Check that requests for access to the secure section of website are genuinely from one of our members
- Ensure there is a good internal Wordpress structure for the storage of pages and media
- Maintain a copy of the website for testing purposes, for web-team access only.
- Troubleshoot any occasional malfunctions of the website
- Be familiar with using our IONOS hosting website, including allocating emails to committee members, and the committee@fairfordu3a.uk email address
- Update LimeSurvey software on our server prior to its use
- May attend monthly committee meetings and take part in decision-making
- Attend to any other requests from the committee regarding the website



Helpful information

- [Charity Commission 5-minute guides for charity trustees](#)
- [u3a Trustee Code of Conduct](#)
- To find out more about the role, please contact [secretary@fairfordu3a.org.uk]

u3a	Role Description: Webmaster	Fairford and District u3a
Version	Description of changes	Date
1.0	Role description created	21/04/2026